



2. PROVIDER ENROLLMENT

Who can enroll?

The VFC Program was created to increase access to health care and allow children to remain in their medical home for immunizations.

Any Montana health care provider serving children 0 through 18 years of age who meet the following criteria can enroll in the VFC Program:

Requirement

- Provider agrees to all program requirements, including participation in site visits and education requirements, and providing all ACIP-recommend vaccines for the populations they serve (See Provider Agreement below).
- The health care professional signing the Provider Agreement is the medical director or equivalent in a group practice, has a valid license to administer vaccines in Montana, and the authority to ensure that the facility and all providers listed on the agreement adhere to the requirements of the program.
- Provider has the capacity to order, receive, and manage public vaccine, including proper vaccine storage and temperature monitoring capacity as described in Sections 11–17.
- Provider and provider staff are not included on the Office of Inspector General List of Excluded Individuals and Entities (LEIE).
- Provider is on site with appropriate staff available to receive vaccine at least one day a week other than Monday, and for at least four consecutive hours during that day.

VFC providers can be both public and private facilities and those not registered as Medicaid providers.

Pharmacists can enroll, but are limited to influenza immunizations for children 12 through 18 years of age.

VFC Provider Agreement

All VFC providers must submit a Provider Agreement annually. New providers do so during the enrollment process. Current providers complete a new Provider Agreement when they submit a new Site Contract during annual re-enrollment (See Re-Enrollment–Current Providers below).

Requirement

You can find a copy of the current Montana VFC Provider Agreement on our website (www.immunization.mt.gov) under the “VFC” link).

Re-Enrollment – Current Providers

Each year, all current VFC providers must re-enroll in the program by completing a Site Contract in imMTrax. The Immunization Program notifies providers when the re-enrollment period begins and provides instructions for completing the process. Completed Site Contracts are sent electronically to the Immunization Program for approval. Once annual enrollment begins, providers are prohibited from ordering vaccine until their Site Contract is approved.

Requirement

When completing your Site Contract, you must provide and/or update the following information:

- **Evidence of having completed the Provider Education Requirement** – Vaccine Manager and Alternate Manager must complete the annual Provider Education Requirement (see Section 19 for more details).

Required information for Site Contract in imMTrax:

- **Facility Information** – Facility name, shipping address, and contact information. Review and update, if necessary.
- **Facility Type** – Select the most appropriate type.
- **Vaccines Offered** – With the exception of “Specialty Providers” (see Section 18), VFC providers must offer all ACIP-recommended vaccines for the populations they serve.
- **Provider Population** – Annual immunization patient numbers for your facility by age group and VFC eligibility status. The source of the numbers differs depending on whether you are an integrated or aggregate provider (see page 8 for definitions):
 - **Integrated Providers** – If data entry is up to date and client VFC eligibility status has been accurately designated throughout the year, then provider population numbers will automatically populate the table based on the immunizations entered into imMTrax over the past year. Please review for accuracy.
 - **Aggregate Providers** – Pre-populated numbers are from the previous year’s Site Contract. Enter updated information using your eligibility screening documentation from the past year (See Section 4 – Documenting Eligibility Screening).
- **Type of Data Used to Determine the Provider Population** – Select all that apply
- **Vaccine Delivery Times** – Facilities must be open with appropriate staff available to receive vaccine at least one day a week other than Monday, and for at least four consecutive hours during that day. Enter times in military format (24-hour clock).
- **Medical Director or Equivalent** – Name, specialty, license number, Medicaid or NPI number, and employee identification number.
- **VFC Vaccine Coordinator (Manager) and Alternate Information** – Name, contact information, and status of annual training completion.
- **List of Providers** – Name, title, license number, and date of birth.
- **Provider Agreement** – This portion of the contract lists the federal statutory requirements of the VFC Program as defined in [42 USC § 1396](#) and must be signed by the medical director or equivalent at your facility. By electronically signing this document and accepting shipment of VFC vaccine, your facility agrees to abide by the requirements of the VFC Program.

Enrollment – New Providers

Health care providers wishing to enroll in the VFC Program can begin by contacting the VFC Coordinator at the Montana Immunization Program either by telephone (444-0277) or email (hhsiz@mt.gov). The VFC Coordinator will briefly describe the program, learn about your facility, and determine whether the VFC Program is a good fit for your clinic.

New provider enrollment involves the following steps:

- **VFC Enrollment Packet** – A VFC enrollment packet is mailed to you prior to enrolling and contains information and forms pertaining to the VFC Program. Please review this material before your enrollment visit.



Requirement

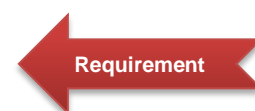
- Submission of VFC Site Contract, imMTrax Memorandum of Agreement (MOA), and System Access Requests – The VFC Site Contract outlines the requirements of the VFC Program and captures required enrollment information. After your initial enrollment (on paper), you must re-enroll each year by updating your Site Contract electronically in imMTrax. The imMTrax MOA (one per facility) and System Access Requests (one per person requesting imMTrax access) are required to set up your imMTrax account.
- Data Logger Issuance and Installation – The Immunization Program provides digital data loggers (thermometers) for all public vaccine storage units plus one backup. They must be installed according to Immunization Program guidance in the Data Logger Instruction Manual.
- Enrollment Visit – During an enrollment visit, a Montana Immunization Program staff member explains the VFC Program, inspects your vaccine storage equipment, delivers State-supplied thermometers, and answers questions. Enrollment visits are conducted in person.
- Issuance of VFC PIN and imMTrax Access Information – Once your VFC paperwork is processed and you have received an enrollment visit, you will be issued a VFC PIN number and imMTrax login information. New provider training is available through the imMTrax Training and Support (444-2969).
- Fulfillment of Education Requirement – New VFC providers must designate a primary VFC Vaccine Manager and an alternate. Vaccine Managers and Alternate Vaccine Managers must complete an education requirement prior to placing their first vaccine order. See Section 19 for more details.
- Storage Unit Approval – New VFC providers must submit one week of data logger (digital thermometer data) and corresponding paper temperature logs for all VFC vaccine storage units and cannot receive VFC vaccine until the Immunization Program approves the storage units (See Section 13).

Please note that the sequence and timing of VFC enrollment activities may vary depending on your location and availability of Immunization Program staff. Generally, VFC enrollment can be completed in two to four weeks.

Change Notification Requirement

Current providers must notify the Immunization Program any time during the year if:

- Their contact information, vaccine management personnel, or vaccine shipping instructions change
- The medical director (or equivalent) who signed the Provider Agreement changes
- Their providers or clinicians listed in imMTrax change
- The number of immunization patients at the facility changes significantly
- The facility type changes
- They add or decommission a VFC vaccine storage unit.



Termination

Termination is the permanent removal of a provider from the program due to uncorrected, non-compliance issues, substantiated instances fraud or abuse, or a permanent condition such as being listed on the “List of Excluded Individuals and Entities” (see Section 9 – Non-Compliance, Fraud, and Abuse for more information).